

Managing Announcements

Announcements post timely information critical to course success. The instructor can add, edit, and delete announcements from the Announcements page. This is an ideal place to post time-sensitive material including:

- When Assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When adding an Announcement, Instructors can also send the announcement as an email to students in the course. This ensures that students receive the announcement even if they do not log in to the course.

Announcements are accessed from the **Control Panel** under **Course Tools**.

How to Create Announcements

Announcements will appear in the order posted, with the most recent announcements appearing first.

1. In the **Course Tools** area of the Control Panel, click **Announcements**.
2. From the action bar, click **Create Announcement**.
3. Provide a **Subject** and **Message**.
4. Set the **Duration**.

Select **Not Date Restricted** to keep the announcement visible until it is manually removed.

--OR--

Select **Date Restricted** to limit the announcement's visibility by date and time.

5. If the Announcement is **Date Restricted**, select the Display After and/or Display Until check boxes and type the dates and times. Alternatively, use the pop-up **Date Selection Calendar** and the pop-up **Time Selection Menu** to select dates and times.
6. Select the **Override User Notification Settings** check box to send students an email containing the announcement. The email will be sent to all students, even those who choose not to receive announcement notifications through email.
7. Optionally, link to a course area, tool, or item using the **Browse** button.
8. Click **Submit**.

Note: Notifications settings are managed by the local Blackboard administrator. Consult the Blackboard administrator or computing help desk for assistance with announcement notifications.

How to Reorder Announcements

Announcements appear below the repositionable bar in the order posted, with the most recent announcement appearing first.

To pin an announcement to the top of the list, drag it above the repositionable bar reading, "New announcements appear below this line". This will keep the announcement at the top of the list and prevent new announcements from superseding it.

How to Edit Announcements

Click **Edit** from the contextual menu of the Announcement you wish to edit. Make your changes and **Submit**.

How to Delete Announcements

To delete an Announcement, click **Delete** from the contextual menu of the Announcement. Confirm the deletion. This action is final and cannot be undone.